CM/ECF	Chapter
User's Guide **Part 2** US Bankruptcy Court, Southern District of Iowa	**US Trustee/Trustee Events**
	Section **Iowa Forms**

You must be in logged into CM/ECF with a Trustee login and password to access these docket events. The Court will serve SDIa forms using the Bankruptcy Noticing Center.

DO not send SDIa forms requiring service by the Bankruptcy Noticing Center (BNC) anytime after 4:30pm and do not file them on the weekends. We have a 24 hour window from the time you file the document with the court to the time we forward them to the BNC for service. If you file after 4:30pm your notice will be sent to the BNC the following day, however, if there are problems and we bump up against the 24 hour window the forms will not ship to the BNC. If you file after 4:30pm on Friday, your forms will not be served by the BNC. The trustee will serve all forms that cannot be served by the BNC. The court will call you and advise if the BNC cannot provide service and ask you to serve and file a Certificate of Mailing.

REV ▶ **ALL SDIA FORMS WITH A BAR DATE NOTICE REQUIRE A DATE. THE DATE IS THE DATE THE TRUSTEE ENTERS THE EVENT ON THE DOCKET. THE DATE APPEARS UNDER THE TITLE OF THE FORM.**

STEP 1	Select Bankruptcy
STEP 2	Select Trustee/US Trustee
STEP 3	Enter Case Number
STEP 4	Select Docket Event (Listed below)
STEP 5	Select Party Filer - Trustee
STEP 6	Associate Attorney/Party – DO NOT CHECK
STEP 7	Browse, locate, review and attach PDF document
STEP 8	Confirm Objection Due Date (Only appears with events containing the notice of bar date.)

STEP 9	Review Docket Text
STEP 10	Select PDF for BNC servicing

- The SDIa form attached to the docket event is sent to the BNC for servicing each day by the court.

- The parties served with each form are predetermined and relate to each form, i.e., the SDIa-100 form is served on Interested Parties; SDIa-200 form is served on Parties in Interest and 2002 appearance and notice requests.

IA Form	Choose this CM/ECF Docket Event	Results
SDIa-100	1. Final Report & Notice of Proposed Distribution (Notice of Bar Date in the form) 2. Final Report Attachment	• Trustee dockets both events • PDF document attached to both events • PDF document Final Report (SDIa form) sent by the court to the BNC for servicing on Parties in Interest • Final Report Attachment is **NOT** sent to the BNC for servicing • Court dockets Docket Text Only Order if no objections are filed • Court sets hearing if objections filed
SDIa-101	Amended Proposed Distribution	• PDF document (SDIa form) sent by the court to the BNC for servicing on Parties in Interest • Court dockets Docket Text Only Order
SDIa-102	Report of Returned Funds or New Estate Funds & Supplemental Distribution	• PDF document (SDIa form) is not served • Case Reopen – court will set 60 day follow-up to verify case can be closed • If case is not reopened, trustee must file Final Account and Request for Discharge
SDIa-110	Final Account and Request for Discharge of Trustee	• PDF document (SDIa form) sent by the court to the BNC for servicing on Parties in Interest • Court closes case and discharges trustee in 30 days
SDIa-120	Report of Trustee in No Asset Case Use Trustee module to docket No form	• Trustee dockets using Trustee's 341 Filing module • No PDF document
SDIa-121	Trustee's Withdraw of Report in No Asset Case	• Trustee dockets • No PDF document

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IA Form	Choose this CM/ECF Docket Event	Results
SDIa-122	No Asset Report Following Dismissal No form	• Trustee dockets • No PDF document
SDIa-200	Notice and Report of Abandonment of Property (Notice of Bar Date in the form)	• PDF document (SDIa form) sent by the court to the BNC for servicing on Interested Parties and 2002 Appearances • Court dockets Docket Text Only Order if no objections are filed • Court sets hearing if objections filed
SDIa-201	Notice of Intent to Sell Property (Notice of Bar Date in the form)	• PDF document (SDIa form) sent by the court to the BNC for servicing on Parties in Interest • Court dockets Docket Text Only Order if not objection filed • Court sets hearing if objections are filed
SDIa-202	Notice of and Motion for Compromise or Settlement of Controversy (Notice of Bar Date in the form)	• PDF document (SDIa form) sent by the court to the BNC for servicing on Parties in Interest • Trustee dockets Trustee Notice of Pending Motion to Compromise Controversy in the adversary file • Enter name of party compromise is with • Court dockets Docket Text Only Order if no objections are filed • Court sets hearing if objections filed • One the Compromise is authorized, the trustee dockets, Trustee Notice of Dismissal Pursuant to Completed Compromise in the adversary file

IA Form	Choose this CM/ECF Docket Event	Results
SDIa-300	Application for Approval of Employment of Professional on Behalf of the Estate (Notice of Bar Date in the form)	• **If adding self as attorney, Select Associate Attorney/Party** • **If this is an Amended Application, choose "Amended" from Prefix box.** • Add name and occupation of person employed • Add professional as a party in the case • PDF document (SDIa form) sent by the court to the BNC for servicing on Interested Parties • Court dockets Docket Text Only Order if no objections are filed • Court sets hearing if objections filed
SDIa-400	Resignation of Trustee Trustee uses when there is a conflict.	• Trustee dockets • No PDF document • Select trustee no longer associated with the case (part of the docket event) • Terminate the scheduled 341 meeting to remove from your calendar (part of the docket event) • Court assigns a new trustee, prepares 341 meeting notice
SDIa-401	Resignation and Final Report and Account (Notice of Bar Date in the form)	• PDF document (SDIa form) sent by the court to the BNC for servicing on Parties in Interest • Court dockets Docket Text Only Order if no objections are filed • Court sets hearing if objections filed

IA Form	Choose this CM/ECF Docket Event	Results
SDIa-402 REV ▶	Motion to Withdraw Motion for Order to Show Cause	• Relate to Motion for Order to Show Cause • PDF document (SDIa form) sent by the court to the BNC for servicing on Interested Parties • Court dockets Docket Text Only Order • Court removes case from judge's calendar • Trustee dockets continued 341 meeting (docket only event) using Trustee module

Note: US Trustee/Trustee cannot edit docket text.

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